

CITY OF HELENA



Position Title: Deputy City Clerk

Department: Commission

Grade: 132

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose: The purpose of this position, under general direction of the City Clerk, is to support the operation of the City Commission office. This position will attend city commission meetings and is responsible for the preparation of the official minutes and all pre and post meeting preparation, including the electronic agenda packet. The position will maintain the electronic filing system, and the commission web site. The position acts as the City Clerk when the City Clerk is not in the office.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

City Commission Meetings

This position works with the electronic agenda software to assure the city commission agenda and supporting documents are correct and ready for distribution. The position is responsible for the pre-meeting duties to include the set-up of the commission chambers; attending the commission meetings; recording and preparation of the official city commission minutes. Post commission duties include the preparation of ordinance/resolutions/ contracts and other legal documents for signature by the Mayor/City Manager; and assuring the appropriate documents (resolutions of annexation and other real property documents) are recorded with the Lewis & Clark County Clerk & Recorder's office.

Records Management

This position is responsible for the records management system in the city commission office; to include entering documents into M-Files, preparation of file folders; scanning documents and distribution to other parties and city departments and records retention. The position is also the Assistant Records Manager for the city.

General Duties

This position is responsible for updates to the City Commission web page; performing a wide variety of general clerical work; responds to requests for information from city staff and the public; responsible for the city commission office supplies.

This position shall perform related duties and responsibilities as assigned and covers the office in the absence of the City Clerk.

Essential Knowledge, Skills and Abilities Related to this Position:

- Computer skills: Microsoft Office Suite (Excel, Word and PowerPoint)
- Written communications including English usage, spelling, vocabulary, grammar and punctuation
- Principles and procedures of records management
- Basic mathematical principles
- Time management and organizational practices

- Written and oral communication skills
- Understanding of government operations

Skill or ability to:

- Preparation of minutes and other documents
- Operate modern office equipment
- Learn the procedures and functions of city commission office
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions
- Understand the organization and operation of the Commission and City as necessary to assume assigned responsibilities
- Respond to inquiries and requests for information regarding policies and procedures
- Prepare and maintain accurate records management system.

Physical Demands:

Ability to work in a standard office environment. Involves work of a general office nature usually performed sitting and operation of a computer. Involves work of a general office usually performed standing, such as operation of a copier and scanner.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of an Associates degree in a related field and 5 years of increasingly responsible administrative and clerical work involving public contact. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Certified Municipal Clerk is preferred, but not required.

Supervision Received:

Supervised by the City Clerk

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.